

COUNTY OF
SAN BERNARDINO



REDEVELOPMENT AGENCY

REQUEST FOR QUALIFICATIONS/PROPOSALS FOR

REDEVELOPMENT AFFORDABLE HOUSING DEVELOPMENT

(RFQ/P #RDA 2008-02)

Requested by:

County of San Bernardino Redevelopment Agency
215 North D Street, Suite 202
San Bernardino, CA 92415
(909) 387-9804

Request for Qualifications for Affordable Housing Developers

Section 1: PURPOSE

The County of San Bernardino Redevelopment Agency (“CoRDA”) is issuing a Request for Qualifications/Proposals (“RFQ/P”) for the purpose of eliciting interest and proposals from qualified experienced affordable housing developers of multifamily affordable housing developments consisting of forty (40) to eighty (80) units that are one hundred percent (100%) affordable to very low-, low- and moderate-income person or families.

CoRDA is seeking developers who are interested in planning, building, and owning quality affordable multi-family housing developments inside or within close proximity to the Speedway Redevelopment Project Area who intend to retain and manage the development for the term of the affordability covenants. Developments should include community-oriented amenities and programs such as an on-site community center and park, after-school programs, learning centers, computer labs, etc. the developer must be able to demonstrate successful experience in site acquisition, design, construction, and management of similarly sized projects.

For profit or non-profit organizations or developers are encouraged to submit proposals.

Section 2: THE PROJECT AREA

CoRDA serves to improve economic opportunities and affordable living conditions within established redevelopment project areas in the unincorporated County through the effective and efficient utilization of California redevelopment law, appropriate use of tax increment revenues, and cooperative programs with other county agencies and communities. There are currently four (4) CoRDA projects areas. Below is a brief description of the project area in which we are seeking affordable housing developments. A full description of the project area, including maps and the Housing Implementation Plan, is on CoRDA’s website at <http://www.sbcounty.gov/rda>.

Speedway Redevelopment Project Area - The Speedway (formerly known as San Sevaïne) Redevelopment Project Area was established in 1995 to address the remediation of the former Kaiser Steel Mill, which currently houses The Auto Club Speedway, California Steel Industries, and the Kaiser Commerce Specific Plan. The Project Area is generally located in the northeast quadrant of the intersection of Interstates 10 and 15, and contains approximately 3,426 acres. Both Burlington Northern Santa Fe and Union Pacific railways operate their most traveled western routes through the Project Area. The Los Angeles/Ontario International Airport, the 15th largest cargo airport in the

nation and the west coast hub of UPS is located less than 5 miles southwest of the Project Area. Due to the proximity of these major transportation corridors, the Project Area has transformed from heavily industrial to manufacturing, warehousing, and logistics operations. A large portion of the Project Area is zoned Special Development-Commercial (SD-COM), which permits a variety of industrial, manufacturing, entertainment, and commercial uses. The remainder of the Project Area is comprised of Regional Industrial (IR) and Community Industrial (IC) uses. The IR designation permits all types of industrial and manufacturing uses. The IC district provides sites for light industrial uses such as light manufacturing, wholesale/warehouse services, contract/construction services, transportation/logistics, and other similar uses. Along Arrow Route, the northernmost part of the Project Area, is zoned Multi-Family Residential that allows 24 units per acre. A Google Earth file (Keyhole Markup Language or KMZ file) is also available on CoRDA's website that will enable applicants to see parcels within the project area that are appropriately zoned or vacant. The file, once downloaded, can be utilized by opening it under the "File" menu in Google Earth. Google Earth can be downloaded from the site <http://earth.google.com>.

Section 3: SUBMITTAL REQUIREMENTS

All submissions shall include the following required items:

1. **One page cover letter** containing a brief narrative description of the proposed project and amount of funds being requested, signed by the owner/applicant and dated. If the submittal is to be a joint venture, a letter from all firms participating in the joint venture indicating which entity and individual is authorized to discuss and negotiate with CoRDA must be submitted.
2. A completed **Application Form**
3. A completed **Project Information Form**
4. **Attached Exhibits** as described in the Application Form

All proposals shall be delivered unbound in an 8.5" x 11" format and delivered to:

Jan Dustin, Project Manager
County of San Bernardino Redevelopment Agency
215 N "D" Street, Suite 202
San Bernardino, CA 92415-0041

Six (6) copies of the proposal must be placed in a sealed envelope with a label clearly stating: **"CoRDA Affordable Housing Development RFQ/P"**.

Proposals must be received **No Later Than 3:00 PM (PST), October 1, 2008.** The CoRDA is not responsible for late deliveries or other actions of the postal service or private carriers and will not consider proposals that arrive after the deadline. Faxed proposals will not be accepted. Hand carried proposals will be accepted at the above address. It is the responsibility of each firm to ensure its submittal is received in a timely manner. In addition CoRDA will not be responsible for the costs of preparation of any proposals for any reason.

Section 4: EVALUATION PROCESS

The CoRDA desires to allocate housing resources according to the goals established in the County's Housing Implementation Plan and to fund proposals that are well thought out and adequately financed. To this end, and to ensure a reasonable selection process, all proposals will be evaluated according to a point ranking system. To ensure a fair and accurate selection process, all proposals must provide all required information as described in this RFQ/P and the forms. Failure to provide the required information or providing inaccurate information may result in the proposal being disqualified from consideration.

1. PROJECT SCOPE (MAXIMUM 10 POINTS)

A. Geographic Location (Maximum 10 points)

- i) Project is located within the boundaries of the Speedway Project Area AND the unincorporated County (Maximum 10 points)
- ii) Project is located outside the boundaries of the Speedway Project Area, but is located within the unincorporated County (Maximum 5 points)
- iii) Project is located within the boundaries of the Speedway Project Area, but is located in the city limits of Fontana (Maximum 5 points)

B. Siting & Design (Maximum 15 points)

In order to receive points in this section for site specific development proposals, adequate design information must be submitted with the application, such as a scaled site plan and building elevation and floor plan drawings, to document characteristics of the proposed development.

Applications where the site has not yet been identified will be required to meet threshold and quality expectations (denoted with an asterisk).

i) Required Threshold Conditions* - No Points

Energy efficiency - all funded units must be certified Energy Star. Units constructed with energy efficiency improvements in excess of Energy Star standards should be documented as additions for consideration under the bonus points section.

Accessibility - In accordance with State law, all dwelling units must meet current building standards as it pertains to people with disabilities. Projects with an excess of 25% of units constructed with fully accessible units should be documented as additions for consideration under the bonus points section.

ii) Site Appropriateness - Maximum 5 points

Up to 5 points will be awarded based on the appropriateness of the site for the proposed development, taking into consideration such siting issues as appropriate zoning, the availability of services, proximity to schools and/or public transit, and compatibility with adjacent land uses.

iii) Site Design Quality* - Maximum 5 points

Up to 5 points will be awarded to projects that are well planned and designed. Characteristics of good site design include: building placement, front façade orientation and articulation, compatible design elements with surroundings, attractive entryways, buffers between land uses, sidewalks, parking areas, appropriate amenities, and accessible open space, recreation and common areas.

iv) Construction Design Quality* - Maximum 5 points

Examples of quality building design features include: well detailed trim treatment of windows and doors; variety of exterior finishes; façade composition, consistency and scale; appropriate location of ground-mounted equipment, lighting, and landscaping; roof forms; walls and fences; 360 degree architecture (full treatment on all building faces not simply those visible from street); spacious room layouts; kitchens with appropriate countertop working space and cabinets; and number of bathrooms; and, adequate storage space in addition to closets. Quality materials include low maintenance, high durability, energy efficient products and quality interior and exterior building components.

2. AFFORDABILITY (MAXIMUM 8 POINTS)

A. Serves Low- & Moderate-Income Households (Maximum 8 points)

It is CoRDA's primary objective to serve the housing needs of low- and moderate-income families. Projects will be evaluated on whether a

majority of the housing units proposed to be developed fall within the following affordability categories:

- i) Majority of units are affordable to or occupied by families earning 0-30% of area median income (8 points)
- ii) Majority of units are affordable to or occupied by families earning 0-50% of area median income (6 points)
- iii) Majority of units are affordable to or occupied by families earning 0-60% of area median income (4 points)
- iv) Majority of units are affordable to or occupied by families earning 0-80% of area median income (2 points)

3. LEVERAGE (MAXIMUM 10 POINTS)

A. Leverage of Non-CoRDA Funds (Maximum 5 points)

CoRDA funds are expected to be used as gap financing to cover development costs that cannot reasonably be obtained from other sources. Points will be awarded based on the percentage of non-CoRDA funds identified in the sources and uses of funds statement contained in the application. Non-CoRDA funds include, but are not limited to: private equity investment, private loans, value of land and land improvements purchased by the developer, other governmental loans and grants, and tax credits.

- i) CoRDA funds are 25% or less of total funding sources (Maximum 5 points)
- ii) CoRDA funds are 26-50% of total funding sources (Maximum 3 points)
- iii) CoRDA funds are 51-75% of total funding sources (Maximum 1 point)
- iv) More than 75% of total funding sources are CoRDA (No points)

B. Program Income (Maximum 5 points)

It is an objective of CoRDA to generate program income, where feasible, to assist other affordable housing development activities. Proposals will be evaluated on the likelihood of returning funds to CoRDA for reuse.

- i) Projects that are likely to return more than 50% of the amount of CoRDA funding assistance within 5 years from the provision of those funds (Maximum 5 points)

- ii) Projects that are likely to return more than 50% of the amount of CoRDA funding assistance within 15 years from the provision of those funds (Maximum 3 points)
- iii) Projects that are likely to return some funding to CoRDA but less than 50% of those funds originally provided (Maximum 1 points)
- iv) Project that make no provision for return of funding to CoRDA (No points)

4. STRENGTH OF APPLICATION / DEVELOPMENT TEAM (MAXIMUM 57 POINTS)

Proposals must receive a minimum of 30 points in this section to be eligible for funding consideration.

A. Clarity of Proposal (Maximum 10 points)

Proposals will be evaluated on the following: all information requested in the application is included, community needs are addressed, proposal objectives are clearly stated, the roles and responsibilities of all partners are clearly documented. Proposals should include a narrative description of the anticipated development approach for the project that demonstrates the developer's understanding of the issues facing developing affordable housing in today's financial and political climate including the current market conditions.

B. Likelihood of Success (Maximum 10 points)

Based on the quality of the pre-development and preparation work that has gone into the proposal, points will be awarded based on the likelihood that the applicant can deliver the expected results within the time frame proposed. The maximum 10 points will be awarded to projects that are clearly ready to proceed. These projects would have: documented site control; appropriate zoning or immediately adjacent to residential zones where changes in land use designations are deemed appropriate; preliminary drawings and elevations; financial commitments; partnership agreements; and project timelines with realistic benchmark dates for completion. Up to 5 points will be awarded to projects that are missing one or two of the above elements but are otherwise ready to proceed and have documented how they intend to obtain the missing elements. Up to 2 points will be awarded to projects that are still in the concept stage and are missing any of the critical elements stated above.

C. Project Financial Feasibility (Maximum 7 points)

Up to 7 points will be awarded to projects that have provided a source of funds statement with clear documentation of the availability of all non-CoRDA funds and a use of funds statement that is clear and includes all expected costs, including contingencies, to complete the project. A pro forma must be included in the proposal.

D. Funding Need (Maximum 5 points)

Because CoRDA funding is intended to be gap financing, proposals should clearly document the efforts undertaken to obtain non-CoRDA funding for the project. Five (5) points will be awarded to projects that have researched, approached and documented all possible funding sources in advance of seeking CoRDA funds. Fewer points will be awarded to projects that have not approached or received funding commitments from other likely funding sources.

E. Track Record of Applicant/Developer (Maximum 20 points)

CoRDA is seeking quality affordable housing developers who have a minimum of 5 years experience in developing multi-family affordable housing. Developers should have direct principal involvement with each of their projects and be able to deliver a final project within a reasonable time period while minimizing the amount of CoRDA subsidy or cost, if any.

i) Qualifications of Team Members - Maximum 5 points

Submit statements of qualification of the team members and their experience. The information submitted should be sufficiently detailed to allow CoRDA to judge the team's ability to develop high-quality affordable housing. Fully identify the contact party or parties who will be responsible for representing the team and will have authority to discuss and negotiate with CoRDA. A description of the developer organization/team should be included that identifies the personnel to be assigned to manage each task, including resumes for key personnel.

ii) Past Experience - Maximum 10 points

Up to 10 points will be awarded to applicants that provide detailed information of prior experience, including construction and management with 100% affordable housing projects similar in size to CoRDA's specifications. Past experience should include project names, locations, acreage, number of dwelling units, type of project (multi-family, senior), architectural renderings, community-oriented amenities, and detailed development costs for each project. Include information pertaining to experience working with special development issues, such as being located in close proximity to industrial zoning, lack of adequate infrastructure, etc. A minimum of five projects completed within the last 10 years similar in size and scope to CoRDA's criteria is required to

receive maximum points; references (with up-to-date phone numbers) for the identified projects listed must be included, specifying the name of the organization, primary contact person, telephone number, address, scope of work, implementation results. References from redevelopment agencies, government organizations, and construction and permanent lenders are desirable.

iii) Finance Experience - Maximum 5 points

Up to 5 points will be awarded to applicants who demonstrate prior experience with financing affordable housing developments included experience with federal and state tax credits, MHP loans, Federal HOME funds, CDBG, mortgage revenue bonds, California Housing Finance Agency Multiple Rental Housing Programs, California Community Reinvestment Corporation, etc.

F. Creditworthiness of Applicant/Developer (Maximum 5 points)

The creditworthiness of the applicant and their eligibility to obtain the necessary financing for the project will be determined based on the applicant's most recent audited financial statements that are submitted with the application. Up to 5 points will be awarded to applicants that have audited financial statements free and clear of qualifications and findings that would indicate unacceptable financial practices and that document sufficient financial stability to undertake the planned project. Fewer points will be awarded to applicants that have documented qualifications or findings in their audited financial statements that would indicate unacceptable financial practices or that do not have sufficient financial stability to undertake the planned project.

5. BONUS POINTS (MAXIMUM 10 POINTS)

A. Extremely Affordable Units (Maximum 5 points)

One-half point per qualified unit up to a maximum total of 5 points for each unit sustainably affordable to households under 30% of area median income.

B. Energy Efficiency in Excess of Threshold (Maximum 2 points)

Two points for projects that incorporate certified energy efficiency improvements in excess of Energy Star certification for all funded units. Documentation must be provided on additional improvements.

C. Sustainable Building (Maximum 3 points)

Three points will be awarded to projects that are designed to qualify for minimum LEED certification level.

Section 4: GENERAL REQUIREMENTS

A. Conflict of Interest

Proposers shall make all reasonable efforts to ensure that no CoRDA officer or employee, whose position in CoRDA enables him/her to influence any award of an any competing offer, shall have any direct or indirect financial interest resulting from award of an agreement resulting from this RFQ/P process or shall have any relationship to the proposer or officer or employee of the proposer.

B. Improper Consideration

Proposer shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of CoRDA in an attempt to secure favorable treatment regarding this RFQ/P process or the award of any resulting agreement.

CoRDA, by written notice, may immediately terminate any agreement if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of CoRDA with respect to the RFQ/P and award process. This prohibition shall apply to any amendment, extension or evaluation process once an agreement has been awarded. In the event of a termination under this section, CoRDA is entitled to pursue any available legal remedies.

A proposer shall immediately report any attempt by a CoRDA officer, employee or agent to solicit (either directly or indirectly through an intermediary) improper consideration from proposer. The report shall be made to the supervisor or manager charged with supervision of the employee or to the County of San Bernardino Administrative Officer.

C. Former County Officials

Provide information on former County of San Bernardino or CoRDA administrative officials (as defined below) who are employed by or represent your business. The information provided must include a list of former county administrative or CoRDA officials who terminated county or CoRDA employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information should also include the employment and/or representative capacity and the dates these individuals began employment with or representation of your business. For purposes of this Section, "county administrative officer" or "CoRDA official" is defined as a member of the Board of Supervisors or such officer's staff, County Administrative Officer or member of such officer's staff, county department or

group head, assistant department or group head, director of redevelopment, or any employee in the Exempt Group, Management Unit or Safety Management Unit, CoRDA Director, manager, or program manager.

Failure to provide this information may result in the response to this RFQ being deemed non-responsive.

D. Inaccuracies or Misrepresentations

If in the course of the RFQ/P process or in the administration of any resulting contract, CoRDA determines that the firm has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to CoRDA, the firm may be terminated from the RFQ/P process or in the event a contract has been entered into, the contract may be immediately terminated.

In the event of a termination under this provision, CoRDA is entitled to pursue any available legal remedies.

E. Disclosure of Criminal and Civil Proceedings

CoRDA reserves the right to request the information described herein from the firm selected for contract award. Failure to provide the information may result in a disqualification from the selection process and no award of contract to the firm. CoRDA also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The selected firm also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in disqualification from the selection process and no award of contract.

The selected firm may be asked to disclose whether the firm, or any of its partners, principals, members, associated or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, members, associated or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the firm will be asked to describe any indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the selected firm may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil action filed in a court of competent

jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the firm will be asked to describe any such legal proceedings (and the status and disposition thereof), and the surrounding circumstances in detail.

For purposed of this provision “key employees” includes any individual providing direct service to the county. “Key employees” do not include clerical personnel providing service at the firm’s offices or locations.

F. Disputes Relating to Proposal Process and Award

In the event a dispute arises concerning the proposal process prior to the award of the contract, the party wishing resolution of the dispute shall submit a request in writing to the Director of Purchasing. Vendor may appeal the recommended award or denial of award, provided the following stipulations are met:

1. Appeal must be in writing.
2. Must be submitted within ten (10) calendared days of the date of the recommended award or denial of award letters.

An appeal of a **denial of award** can only be brought on the following grounds:

- a. Failure of the County to follow the selection procedures and adhere to requirements specified in the RFP or any addenda or amendments.
- b. There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.
- c. A violation of State or Federal law.

Appeals will not be accepted for any other reasons than those stated above. All appeals must be sent to:

Laurie Rozko, Director
County of San Bernardino Purchasing Dept.
777 E. Rialto Avenue
San Bernardino, CA 92415-0760

Section 7: TENTATIVE SCHEDULE

Following is a tentative schedule related to this RFQ/P.

Release of RFQ/P	July 23, 2008
Deadline for Submittal	October 1, 2008
Review of Qualifications/Proposals	October 6 - 17, 2008

The above dates are subject to change.

Section 8: CONTACT INFORMATION

Questions regarding any aspect of this RFQ/P must be submitted in writing via email no later than August 29, 2008, and directed to:

Gary Hallen, Supervising Project Manager
ghallen@rda.sbcounty.gov

Jan Dustin, Project Manager
jdustin@rda.sbcounty.gov